

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Annual Planning Conference

FROM:

C/P&amp;PS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AEO/OL

2.

EO/OL

3.

DD/L

4.

D/L

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15.

← We have sent the attached memo to Division and Staff Chiefs to make final plans for the conference. Do you have any additional requests or comments that we should consider in our planning?

Dave